



**STAY UP
LATE** **GIG
BUDDIES**

HEAD OF FUNDRAISING & FINANCE

Stay Up Late is a charity dedicated to promoting full and active social lives for people with learning disabilities and autistic people. We are based primarily in Sussex, where we run our flagship project, Gig Buddies - a befriending initiative that matches volunteers with people with learning disabilities based on shared interests, particularly around music and night-life.

Gig Buddies has inspired similar projects across the UK, Ireland, Germany, Australia, and New Zealand. Alongside project delivery, we maintain a strong national profile for our campaigning work, which challenges the limitations placed on the social lives of people with learning disabilities.

As a charity, all our income comes from fundraising. We have a well established network of supporters and community partners that we actively engage to help sustain and grow our impact. We are committed to developing innovative, inclusive projects that empower people with learning disabilities to lead rich social lives. Crucially, we involve them in the design, delivery, and development of everything we do.

OUR VISION AND VALUES

OUR VISION

A world where people with learning disabilities and autistic people can live the lives they choose, **stay up late**, and have fun. We believe everyone should be fully included in society and their local communities.

OUR MISSION

We fight for the right to party!

We challenge inflexible systems, attitudes, and support structures that prevent people from enjoying full social lives. Our work combines hands-on projects with campaigning to:

- Confront the barriers that stop people from going out at night or choosing their own bedtimes
- Advocate for more inclusive, person-centred support
- Show what's possible through projects like Gig Buddies

OUR VALUES

Keeping it punk!

By this we mean the ethos of the punk movement: DIY, grassroots and challenging the status-quo.

Inclusive

We value the different strengths that people bring. The people we work with are front and centre stage.

Fun

We are creative and innovative, using humour as a way of provoking debate and generating change. Our work is serious fun.

Disruptive

We are risk-takers, responsive and resourceful. We are outspoken activists and make change happen.

Community

We promote collective responsibility and belonging. And we mean it!

Integrity

We work in a way that reflects how we want the world to be.

Focussed

We pick our fights carefully. We're a small organisation so we need to be agile and won't be everything to everyone.

WHAT MAKES STAY UP LATE SPECIAL

IMPACTFUL STORYTELLING

We're changing how society sees people with learning disabilities



STRONG BRAND AND BOLD ETHOS

A clear purpose and distinctive identity rooted in punk values

PIONEERS OF INNOVATION

Creators of the Gig Buddies model and its social franchise



GENUINE INCLUSION

People with learning disabilities are at the heart of everything we do



A GREAT PLACE TO WORK

Our team is passionate, creative, and driven by a shared cause

DESCRIPTION

Job Title: Head of Fundraising & Finance
(12 months temporary contract with a view to extend)
Job Details: 3 days (22.5 hours) per week
Accountable to: Director

OVERALL PURPOSE OF THE JOB

The Head of Fundraising & Finance provides strategic and operational leadership across the charity's income generation and finance functions, with a strong outward-facing focus on fundraising, partnerships, and long-term sustainability.

Working closely with the Director, Treasurer, and Board, the role holder ensures the organisation's financial integrity, long-term sustainability, and compliance, while also playing a key hands-on role in developing and delivering diversified income streams. Income generation will be delivered collaboratively, working alongside the Director, other staff members, trustees, and external freelancers.

As a senior member of a small team, the role combines strategic oversight with practical delivery. The post holder will act as a trusted advisor to the Director and Board, contribute to organisational strategy, and take delegated responsibility for financial management, risk, and income generation. The role requires confidence in building relationships with funders, partners, and external stakeholders, and representing the organisation in income-generation contexts.

The post holder will be supported to build a strong understanding of Stay Up Late's culture, finances, and funding landscape; to strengthen financial systems and reporting; and to make positive progress on diversifying and sustaining income, working collaboratively across the organisation.

Stay Up Late is a small, collaborative organisation, and this role sits within a close-knit team of six people who work together across disciplines. While the Head of Fundraising & Finance provides leadership and specialist expertise in income generation and financial management, fundraising and organisational sustainability are shared responsibilities, shaped and delivered collectively with the Director, staff team, trustees, and freelancers. The role combines strategic leadership with hands-on delivery, with priorities agreed together and kept under regular review to ensure focus, impact, and realism within the capacity of a small charity. This is a leadership role rather than a hierarchical one, rooted in trust, collaboration, and a shared commitment to Stay Up Late's values.

HEAD OF FUNDRAISING & FINANCE

PART-TIME | 22.5 HOURS PER WEEK | BASED IN BRIGHTON & HOVE | HYBRID WORKING

LOCATION & WORKING ENVIRONMENT

We work from a vibrant co-working space in Hove. While we expect the team to come together at least once a week in person, we offer a hybrid working approach that allows flexibility and autonomy in how you manage your time and responsibilities.

WORKING HOURS

- 3 days (22.5 hours) per week
- Includes 1 paid lunch hour per day (if working full days)
- Working pattern is negotiable
- Occasional evening or weekend work may be required to attend Board meetings or events, with time off in lieu.

SALARY & BENEFITS

- **Salary:** £40,000-£45,000 per annum (FTE), depending on experience.
Pro rata for 22.5 hours per week: £24,000-£27,000
- **Contract:** Fixed-term for 12 months, with the intention to extend subject to funding
- **Annual leave:** 26 days FTE (**15.6 days pro rata**) plus bank holidays and additional days off over Christmas
- **Pension:** 5% employee contribution, 3% employer contribution (for eligible staff)
- **Workspace perks:** Membership at our co-working space includes access to:
 - Free yoga and Pilates classes
 - Talks, social events, and networking opportunities
 - Free refreshments
 - Discounts at local events, wellness hubs, restaurants, and more.

WHY WORK WITH US?

You'll be part of a small, collaborative team where your voice matters. We're supportive, reflective, and committed to the people we work alongside. If you care about inclusion, creativity, and community, this is a brilliant place to make a difference - and enjoy doing it.

KEY RESPONSIBILITIES

DEVELOPMENT & INCOME GENERATION

- Lead on the charity's overall income generation strategy, working pro-actively with external funders and partners ensuring a balanced and sustainable mix of income streams.
- Take a hands-on role in developing and delivering income from individual giving, philanthropy, corporate fundraising and sponsorship, and other opportunities, appropriate to the size and capacity of the organisation.
- Manage and coordinate freelance fundraisers, setting clear objectives, providing direction, and monitoring performance.
- Contribute directly to grant fundraising activity, including developing and submitting bids where appropriate, alongside other members of the team.
- Develop and support community fundraising plans, working closely with the Communications Coordinator to maximise engagement and income.
- Review and further develop the Gig Buddies licensing model, pro-actively identifying and progressing new income-generating opportunities.

LEADERSHIP, GOVERNANCE & COMPLIANCE

- Alongside the Director, ensure compliance with all relevant financial, tax, regulatory, and charity governance requirements, including Charity Commission and Companies House obligations.
- Play a key role in organisational planning and strategy, contributing financial insight and income-generation expertise to support long-term impact.
- Line manage the Office Manager, providing clear leadership, support, and development.
- Ensure financial and related operational policies, procedures, and controls are in place, up to date, and effectively implemented.
- Support the identification and management of financial and operational risks, contributing to effective governance and assurance.
- All staff are DBS checked and expected to work within Stay Up Late's safeguarding and related policies.

FINANCIAL MANAGEMENT & REPORTING

- Overall accountability for the charity's financial management, working closely with the Director to support organisational sustainability and decision-making.
- Lead the preparation of annual accounts, audits, and statutory returns, acting as the main point of contact for the Treasurer, external accountants, and auditors.
- Oversee and support day-to-day financial processes and controls, working hands-on with the Office Manager to ensure accuracy, robustness, and continuous improvement.
- Lead on the development, monitoring, and review of annual budgets and project budgets (e.g. Gig Buddies and other initiatives).
- Prepare and present timely, accessible financial reports and insights to the Board, supporting effective governance and risk management.

KEY SKILLS & EXPERIENCE

ESSENTIAL

- Senior level experience in financial management within a charity or not-for-profit organisation.
- Strong knowledge of charity accounting, financial reporting, and regulatory compliance.
- Demonstrable experience of developing and supporting income generation activity in a charity or mission-driven context, including corporate fundraising, grant applications, or funder relationship management.
- Ability to operate strategically while also taking a hands-on, practical approach in a small team environment.
- Excellent analytical, problem solving, and decision making skills, with strong attention to detail.
- Proven ability to communicate complex financial information clearly to non-financial audiences, including Boards.
- Strong people management and collaborative working skills.
- High levels of integrity, sound judgement, and professionalism.
- A positive attitude towards the rights, independence, inclusion, and choice of people with learning disabilities, with a clear commitment to equality, diversity, and inclusion, and the ability to recognise and challenge disability discrimination.

DESIRABLE

- Professional accountancy qualification (e.g. CPA, ACCA, CIMA, CA) or equivalent demonstrable experience.
- Working knowledge of QuickBooks accounting software.
- Experience of using Salesforce or similar CRM/database systems.
- Experience of applying for funding from the National Lottery Community Fund.
- Experience of corporate fundraising, sponsorship, or partnership development.
- Understanding of marketing and communications in support of income generation.
- Experience of working with people with learning disabilities in an empowering, person-centred way.

This job description is not contractual or exhaustive and may be amended to meet the evolving needs of the organisation.

CLOSING DATE FOR APPLICATIONS IS 9AM ON MONDAY 23RD FEBRUARY

INTERVIEWS WILL BE HELD AFTER THE 5TH OF MARCH

HOW TO APPLY

To apply, please complete the application form (available on our website) and email it to us along with your CV.

Send your application to **katie@stayuplate.org** with the subject line: **Application for Head of Fundraising and Finance role.**

If you would like an informal chat about the role before applying, please email **katie@stayuplate.org** or call **07305 056122**.

GREATER DIVERSITY LEADS TO GREATER RESULTS FOR OUR CHARITY.

We are a charity built on the foundations of how we want society to be. We are therefore committed to equality of opportunity for all staff and applications are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race or religion. Ours is a community where diversity is valued and respected and all are loved.



TIMELINE

DEADLINE FOR APPLICATIONS

9AM, 23RD FEBRUARY

INTERVIEWS

AFTER 5TH MARCH

SUCCESSFUL CANDIDATE OFFERED POST

DBS FORMS AND REFERENCING

START DATE

FLEXIBLE

**STAY UP
LATE** **GIG
BUDDIES**

Find out more at
[STAYUPLATE.ORG](https://stayuplate.org)
[GIGBUDDIES.ORG.UK](https://gigbuddies.org.uk)

